



FIRE DEPARTMENT

9 METROTECH CENTER, BROOKLYN, N.Y. 11201-3857

Bureau of Fire Prevention

Emergency Planning and Preparedness Group

Emergency Action Plans

Industry Notice # 2

2/12/25

Effective immediately the following staffing documents will no longer be required to be submitted for review in Emergency Action Plans:

Fire Safety Wardens (Appendix A-1 Table 1)

Deputy Fire Safety and EAP wardens (Appendix A-2 Table 2)

Fire Safety and EAP Searchers (Appendix A-2 Table 2A)

Building Personnel Critical Operations Staff for EAP (Appendix A-2 Table 4)

Office Employees Critical Operations Staff for EAP (Appendix A-2 Table 5)

Combined Fire Safety/Emergency Action Plan (Appendix A-2 Table 7)

Combined Fire Safety/Emergency Action Plan (Appendix A-2 Table 8)

Combined Fire Safety/Emergency Action Plan (Appendix A-2 Table 9)

Combined Fire Safety/Emergency Action Plan (Appendix A-2 Table 10)

The documents above may be left blank, or N/A may be applied.

Building owners **will still be responsible** for maintaining these documents on the premises and made available for review by department representatives. If such documents are unavailable or determined to be deficient, the premises may be subject to FDNY violations.

The following staffing documents **will continue** to be required for submission and approval of an Emergency Action Plan:

Fire Safety/EAP Director (Appendix A-2 Attachment 1)

Deputy Fire Safety/EAP Director (Appendix A-2 Attachment 2)

Fire Safety/EAP Building Evacuation Supervisor (Appendix A-2 Attachment 3)

Fire Safety and EAP Brigade Members (Appendix A-2 Table 3)

Please note all other documents/drawings for an EAP will remain the same.

Any questions, please feel free to contact Captain Carlos Ruiz, unit head of Emergency Planning and Preparedness Group. Email: Carlos.ruiz@fdny.nyc.gov